

February 20, 2008

**TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS**

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session on February 5, 2008, and recommends the following motions:

1. Review minutes of:
 - a. Housing Authority (11/26/07)
Receive & place on file.
2. Communication from Supervisor Adam Warpinski re: Request that Brown County conducts an energy audit to quantify the current energy cost for each facility and develop a plan to reduce those costs. (Held from previous meeting.) Hold until next meeting.
3. Communication from Supervisor Andy Nicholson re: Review the whole administrative pay schedule. (Referred from January 16, 2008 County Board.) Place on February 26, 2008 meeting agenda; request input from the County Executive; and include pay schedule as presented last fall.
4. Treasurer - Budget Status Financial Report for November 30, 2007. Receive & place on file.
5. Treasurer - Financial reports for October & November 2007. Receive & place on file.
6. Treasurer - Banking RFP update. Receive & place on file.
7. Dept. of Administration - Budget Status Financial Report for Dept of Administration & Information Services for November 30, 2007. Receive & place on file.
8. Dept. of Administration - 2007 Budget Transfer Log. Receive & place on file.
9. Dept. of Administration - Asset Maintenance Fund Expenditures. Approve.
10. Dept. of Administration - Update by Public Financial Management (PFM) on bonds. (Handout by Dave Anderson at meeting.) (Deleted from agenda – addressed at previous meeting.)
11. Dept. of Administration - Update on County Vehicle Listing. Receive & place on file.

Administration Committee

February 20, 2008

Page 2

12. Resolution re: Change in Table of Organization Department of Administration (Transfer Grant Development Specialist position from Human Services to the Department of Administration). Committee approved. See Resolutions, Ordinances February County Board.
13. Corporation Counsel - Resolution re: Disallowance of Claim (Frank Calaway). Hold until the Liability Claims Representative, Kimmer Price of Wisconsin Municipal Mutual Insurance Company, addresses the committee in closed session at the next meeting on February 26, 2008; that Keith Tremblay also be present at the meeting.
14. Corporation Counsel - Resolution re: Disallowance of Claim (Christopher Conrad). Committee approved disallowance of claim. See Resolutions, Ordinances February County Board.
15. Corporation Counsel - Budget Status Financial Report for November 30, 2007. Receive & place on file.
16. Corporation Counsel - Request for outside legal services. Receive & place on file, with the caveat there be expenditures reports on a quarterly basis.
17. Child Support - Discussion of process service contract issues. Proceed with option #2 to shift some of the paper service duties to API, while still working with Bay area, and beginning the RFP process.
18. Child Support - Budget Status Financial Report for November 30, 2007. Receive & place on file.
19. Human Resources - Communication from Supervisor Fewell re: Compensation Plan. (Held from previous meeting.) (Addressed with #3 above.) Receive & place on file.
20. Human Resources - Communication from Supervisor Vander Leest re: Request to identify the mechanism in the County Code to hold salaries at the previous incumbent's salary when new employees are hired. (Held from previous meeting.) Receive & place on file.
21. Human Resources - Budget Status Financial Report for December 31, 2007. Receive & place on file.
22. Human Resources - Monthly Committee Report for December 2007. Receive & place on file.

Administration Committee

February 20, 2008

Page 3

23. Human Resources - Request for Budget Transfer (#07-98): Interdepartmental Transfer (including contingency or general fund transfers): Brown County Labor Negotiator settled County's outstanding WERC case for jail Dietary area – Local Union 1901 for 2005-2007 (Back Pay Settlement \$502,856; Back Pay Fringe \$190,104; Total \$692,960.) Approve.
24. Human Resources - Request for Budget Transfer (#07-99): Interdepartmental Transfer (including contingency or general fund transfers): Brown County Labor Negotiator is working toward settling County's outstanding WERC cases from the last several years. General fund transfer is being requested to cover anticipated back wage/fringe expense. Approve.
25. Facility Management - Budget Status Financial Report for November 30, 2007. Receive & place on file.
26. County Clerk - Budget Status Financial Report for November 30, 2007. Receive & place on file.
27. Audit of bills. Approve.

Approved by:

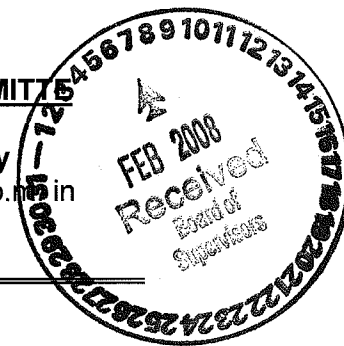
COUNTY EXECUTIVE

Date

Word97\reports\Admin\February20_2008.doc

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Tuesday, February 5, 2008 at 6:00 p.m. in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, WI



Present: Steve Fewell, Dan Haefs, Paul Zeller

Excused: Patty Hoeft, Adam Warpinski

Also Present: Brian Lamers, Debbie Klarkowski, Bill Dowell, John Jacques, Lynn VandenLangenberg, Kerry Blaney, Jackie Scharping, Other Interested Parties

1. Call Meeting to Order:

The meeting was called to order by Chairman Steve Fewell at 6:07 p.m.

2. Approve/Modify Agenda:

Motion made by Supervisor Haefs and seconded by Supervisor Zeller to approve. **MOTION APPROVED UNANIMOUSLY**

3. Approve/Modify Minutes of December 18, 2007:

Motion made by Supervisor Haefs and seconded by Supervisor Zeller to approve. **MOTION APPROVED UNANIMOUSLY**

4. Review Minutes of:

a. Housing Authority (11/26/07)

Motion made by Supervisor Zeller and seconded by Supervisor Haefs to receive and place on file. **MOTION APPROVED UNANIMOUSLY**

Communications:

- 5. Communication from Supervisor Adam Warpinski re: Request that Brown County conducts an energy audit to quantify the current energy cost for each facility and develop a plan to reduce those costs. (Held from previous meeting):**

Motion made by Supervisor Haefs and seconded by Supervisor Zeller to hold until next meeting. **MOTION APPROVED UNANIMOUSLY**

- 6. Communication from Supervisor Andy Nicholson re: Review the whole Administrative Pay Schedule. (Referred from 1/16/08 County Board):**

Supervisor Nicholson asked for consideration to have an in-house study of the administrative pay schedule completed which would include:

- What makes up the classification?

- How many jobs are in the classification?
- Does the County still have a point system?
- When is the last time a study has been done?

Chairman Fewell pointed out that the County Board previously voted not to proceed with a study of the class and comp plan, however, noted that Don VanderKelen has suggested that the administration level may be "top heavy".

Discussion related to how to move forward with Nicholson's suggestion resulted in a recommendation to first discuss the matter with County Executive Hinz, and to place on the next meeting agenda (2/26/08) for further action.

Motion made by Supervisor Zeller and seconded by Supervisor Haefs to place on 2/26/08 meeting agenda; request input from the County Executive; and include pay schedule as presented last fall.
MOTION APPROVED UNANIMOUSLY

Treasurer:

7. Budget Status Financial Report for November 30, 2007:

Treasurer Kerry Blaney reported that revenue earned as of late November has surpassed projections for the year in the range of \$2.5 million.

Motion made by Supervisor Haefs and seconded by Supervisor Zeller to receive and place on file. MOTION APPROVED UNANIMOUSLY

8. Treasurer's Financial Reports for October & November 2007:

Blaney indicated that interest received in December of 2007 reached 6.7%, over 6.3% in November.

Motion made by Supervisor Haefs and seconded by Supervisor Zeller to receive and place on file. MOTION APPROVED UNANIMOUSLY

9. Banking RFP Update:

The RFP is in process and should be completed soon.

Motion made by Supervisor Haefs and seconded by Supervisor Zeller to receive and place on file. MOTION APPROVED UNANIMOUSLY

Dept. of Administration:

10. Budget Status Financial Report for Dept. of Administration & Information Services for 11/30/07:

Lynn VandenLangenberg reported there is a savings as of the end of November in the Department of Administration & Information Services.

Motion made by Supervisor Haefs and seconded by Supervisor Zeller to receive and place on file. MOTION APPROVED UNANIMOUSLY.

11. **2007 Budget Transfer Log:**

Motion made by Supervisor Haefs and seconded by Supervisor Zeller to receive and place on file. MOTION APPROVED UNANIMOUSLY

12. **Asset Fund Expenditures:**

The Executive Committee, in accordance with the Asset Maintenance Fund Policy, approved payment to the Green Bay City Treasurer in the amount of \$383.58 - half of the total repair costs to fix the monitor problem in the City Council Chambers. Consensus of this committee was to also approve.

Motion made by Supervisor Haefs and seconded by Supervisor Zeller to approve. MOTION APPROVED UNANIMOUSLY

13. **Update by Public Financial Management (PFM) on bonds. (Handout by Dave Anderson at meeting):**

Delete – Addressed at previous meeting

14. **Update on County Vehicle Listing:**

A list of Brown County vehicles as provided in packets was reviewed. A request was made to update the Internal Auditor with this report every six months.

Motion made by Supervisor Haefs and seconded by Supervisor Zeller to receive and place on file. MOTION APPROVED UNANIMOUSLY

14a. **Resolution re: Change in Table of Organization Department of Administration (Transfer Grant Development Specialist position from Human Services to the Department of Administration:**

Ms. VandenLangenberg explained that Human Services Director, Mark Quam, has requested the Grant Development Specialist position be transferred from his department to the Department of Administration for better utilization by all county departments. The resolution was approved by the Human Services Committee.

Motion made by Supervisor Zeller and seconded by Supervisor Haefs to approve. MOTION APPROVED UNANIMOUSLY

Corporation Counsel:

15. **Resolution re: Disallowance of Claim (Frank Calaway):**

Packet material relative to this claim was reviewed, beginning with a letter from the Wisconsin Municipal Mutual Insurance Company who state that after a review of the information and an investigation of the facts, determine that Brown County has no liability.

Motion made by Supervisor Zeller and seconded by Supervisor Haefs to suspend the rules to allow interested parties to speak. MOTION APPROVED UNANIMOUSLY

Frank Calaway – 3230 Eaton Road, Green Bay, WI

Mr. Calaway explained that on October 9, 2007, while traveling west on CTH "Z", he hit a cut in the road that had settled after work was done by the Brown County Highway Department, which damaged the radiator of his semi truck. He stated that he contacted the Highway Department, who indicated they had already received a call and would send someone out to fix it. He stated there was no signage on the road. An estimate of \$4787 was presented for repairs to the truck.

Motion made by Supervisor Zeller and seconded by Supervisor Haefs to return to regular order of business. MOTION APPROVED UNANIMOUSLY

Brian Lamers of the Highway Department stated that work was done on this road on 10/1/07. The road was closed until 10/5, with his records showing the incident in question occurred on 10/10/07. He stated he was not contacted by Wisconsin Municipal Mutual Insurance Company to discuss the incident.

Corporation Counsel John Jacques explained that if Mr. Calaway wishes to dispute the denial of claim, he has six months in which to file a motion and proceed with a law suit.

Supervisor Zeller expressed the opinion that Mr. Calaway deserved some compensation for what happened, stating he would not approve disallowance of the claim. Supervisor Haefs concurred, being of the opinion that Mr. Calaway was honest about what happened and deserved some consideration,

Mr. Jacques explained that non-approval of the claim could affect the county's insurance if they went against the insurance company's judgment. He suggested the item be held until the claims adjuster from WMMC can attend a closed session meeting.

Motion made by Supervisor Haefs and seconded by Supervisor Zeller to hold until the Liability Claims Representative, Kimmer Price of Wisconsin Municipal Mutual Insurance Company, addresses the committee in closed session at the next meeting on 2/26/08; that Keith Tremblay also be present at the meeting. MOTION APPROVED UNANIMOUSLY

16. **Resolution re: Disallowance of Claim (Christopher Conrad):**

Motion made by Supervisor Haefs and seconded by Supervisor Zeller to approve disallowance of claim. MOTION APPROVED UNANIMOUSLY

17. **Budget Status Financial Report for 11/30/07:**

Corporation Counsel, John Jacques, reported that the tax interceptor program is working well to recover legal fees on behalf of children.

Motion made by Supervisor Zeller and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY

18. Request for Outside Legal Services:

Information in packets was reviewed, in addition to a special handout showing hourly fees of local attorneys who could be asked for services if necessary. John Jacques noted that a budget amount of \$96,835 was approved in the 2008 budget for this purpose.

Ms. VandenLangenberg explained that this discussion is a result of a previous request by the County Board that payments to outside attorneys be pre-authorized.

As there is a budgeted amount, Chairman Fewell and the committee asked to be kept informed of expenditures through a quarterly report.

Motion made by Supervisor Haefs and seconded by Supervisor Fewell to receive and place on file, with the caveat there be expenditure reports on a quarterly basis. MOTION APPROVED UNANIMOUSLY

Child Support:

19. Discussion of Process Service Contract Issues:

Jackie Scharping referred to the outline in packet material and her letter to Bay Area Investigations and Process Services dealing with issues related to their service of Child Support Agency documents in a timely manner. She pointed out that their lack of prompt service has led to cases being dismissed, unused court time, and duplicitous work by caseworkers in drafting new documents.

Scharping suggested four options:

- To continue to work with Bay Area to correct the issues.
- As the contract with Bay Area is non-inclusive, suggested that some of the work be shifted or piggybacked with the DA's office who use API.
- To determine the cause of the lack of performance within 30 days.
- To start a new RFP process.

Chairman Fewell suggested that the office work with Bay Area to improve their services, while moving forward with the RFP process. Ms. Scharping pointed out that because 90% of their documents are not being served preferred to implement option #2 – to shift some of the work to API, while working with Bay Area to correct issues. It was agreed that drafting of an RFP would begin.

Motion made by Supervisor Zeller and seconded by Supervisor Haefs to proceed with option #2 - to shift some of the paper service duties to API, while still working with Bay area, and beginning the RFP process. MOTION APPROVED UNANIMOUSLY

20. Budget Status Financial Report for 11/30/07:

Motion made by Supervisor Zeller and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY

Human Resources:

21. **Communication from Supervisor Fewell re: Compensation Plan (Held from previous meeting):** (Addressed in #6 above)

Motion made by Supervisor Fewell and seconded by Supervisor Zeller to receive and place on file. MOTION APPROVED UNANIMOUSLY

22. **Communication from Supervisor VanderLeest re: Request to identify the mechanism in the County Code to hold salaries at the previous incumbent's salary when new employees are hired. (Held from previous meeting):**

Supervisor VanderLeest was not present. As this item has been on the agenda for several months, a request was made to receive and place it on file. Supervisor Zeller indicated that he would speak with VanderLeest about his concerns.

Motion made by Supervisor Haefs and seconded by Supervisor Fewell to receive and place on file. MOTION APPROVED UNANIMOUSLY

23. **Budget Status Financial Report for 12/31/07:**

Motion made by Supervisor Zeller and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY

24. **Human Resources Monthly Committee Report for December 2007:**

Motion made by Supervisor Haefs and seconded by Supervisor Zeller to receive and place on file. MOTION APPROVED UNANIMOUSLY

25. **Request for Budget Transfer (#07-98): Interdepartmental Transfer (including contingency or general fund transfers): Brown County Labor Negotiator settled County's outstanding WERC case for Jail Dietary Area – Local Union 1901 for 2005-2007 (Back Pay Settlement \$502,856; Back Pay Fringe \$190,104; Total \$692,960):**

Ms. VandenLangenberg explained that Brown County Labor Negotiator, Don VanderKelen, has settled the County's outstanding WERC case for the Jail Dietary area. At this time calculations are not final, therefore, this is a calculated estimate of the dollar amounts. A general fund transfer is requested to cover the anticipated back wage/fringe expense. These costs will be recorded in 2007 in general government rather than Human Resources.

Motion made by Supervisor Haefs and seconded by Supervisor Zeller to approve. MOTION APPROVED UNANIMOUSLY

26. **Request for Budget Transfer (#07-99): Interdepartmental Transfer (including contingency or general fund transfers): Brown County Labor Negotiator is working toward settling County's outstanding WERC cases from the last several years. General Fund transfer is being requested to cover anticipated back wage/fringe expense:**

Similar to the above request, Labor Negotiator Don VanderKelen is working towards settling the County's outstanding WERC cases relative to those settlements separate from the Jail Dietary settlement. It is anticipated the cases will settle within the next few months. As above, a general fund transfer is requested to cover the anticipated back wage/fringe expense. These costs will be recorded in 2007 in general government rather than Human Resources.

Motion made by Supervisor Zeller and seconded by Supervisor Haefs to approve. MOTION APPROVED UNANIMOUSLY

Facility Management: Budget Status Financial Report for 11/30/07. No other agenda items.

Motion made by Supervisor Zeller and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY

County Clerk: Budget Status Financial Report for 11/30/07. No other agenda items.

Motion made by Supervisor Zeller and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY

Other:

27. **Audit of Bills:**

Motion made by Supervisor Haefs and seconded by Supervisor Zeller to approve. MOTION APPROVED UNANIMOUSLY

28. **Such other matters as authorized by law: None**

Motion made by Supervisor Zeller and seconded by Supervisor Haefs to adjourn at 7:45 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel
Recording Secretary